2015-16
School Nutrition Programs Checklist

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Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Free and Reduced				
*Log into Direct Certification Application to complete direct certification. Mail notice of direct certification.	Before school begins (ongoing).	Update Point of Sale system.		
*Mail households free and reduced (F/R) applications if **NOT** directly certified.	Start of school year (ongoing).			
*Approve F/R applications. Mail notice to households of approval .	Ongoing	Keep applications.		
*Change F/R students from previous school year without current applications to paid status. Mail notification of change in eligibility.	30 days after first day of school.	Update POS system.		
Qualify for Community Eligibility Provision if 40% enrolled students are directly certified.	April 1	DCA		
Professional Standards				
Attend a School Nutrition Programs Administrative Workshop.	Aug—Sept	Keep certificate.		
Attend a Food Service Manager Workshop.	Aug—Sept	Keep certificate.		
Attend a RCCI Training. (*RCCIs only*)	September	Keep certificate.		
Verification (*Does not apply to Provision schools*)				
*Select households for verification.	October 1	Use verification activity tracker.		
*Complete verification and verification report (FNS-742).	November 15	Submit summary to the OPI; keep a copy.		
Required Self-Reviews				
Self Review: Meal Counting and Claiming System.	February 1	Keep a copy.		
If participating, conduct two After School Snack Program reviews.	October 31	Keep a copy.		
	February 1			
Fresh Fruit and Vegetable Program (*OPI invites districts to be a part of FFVP*)				
Use 1st Quarter Fresh Fruit and Vegetable Program allocation.	September 30	Keep purchasing records.		
Use 2nd, 3rd and 4th Quarter Fresh Fruit and Vegetable allocation.	June 30	Keep purchasing records.		
If invitation was sent to your district, sign up for Fresh Fruit and Vegetable Program.	May	Submit intent and/or addendum forms to the OPI.		

* Indicates requirements that do not apply to RCCI's or Provision schools

Task to Complete	Deadline	Documentation	Date Completed	Who
OPI Cooperative Purchase Program *(Optional)*				
OPI Cooperative Purchase Program open for winter orders.	Late Nov — Mid Dec	Submit signature page to the OPI.		
OPI Cooperative Purchase Program open for fall orders.	Late Apr — Mid May	Submit signature page to the OPI.		
Annual Requirements				
Update Sponsor/Site Information.	September 30	CNP Web.		
If breakfast is offered, complete breakfast outreach. Ex. Send menus home.	Start of school year (ongoing)	Keep a copy.		
Submit public release to newspaper.	Annually	Keep a copy; record date sent.		
Request two sanitation inspections.	Annually	Record date of 1st inspection.		
		Record date of 2nd inspection.		
Complete Civil Rights training with all school nutrition program staff.	Annually	Keep documentation form.		
*Complete Paid Lunch Equity Tool.	Complete annually to assess paid meal prices.	Keep electronic copy .		
*Complete Non-Program Revenue Tool.	Annually	Keep electronic copy.		
Ensure all items sold during the school day meet Smart Snacks in School regulations.	Ongoing	Keep documentation of all items sold during the school day.		
Review and assess Wellness Policy.	Annually	Keep most recent copy.		
Review and update HACCP plan.	Annually	Keep a copy accessible.		
Conduct outreach for the nearest Summer Food Service Program site.	Before end of the school year.	Keep a copy.		
Submit USDA Foods order. Signup for DOD Fresh Program for next school year.	Dec — Jan			
Other				
Private Schools: Submit Annual Financial Report	June	CNP Web		

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All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).